

POSITION ANNOUNCEMENT

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF WASHINGTON
SEATTLE, WASHINGTON

LEGAL ASSISTANT

Entry Level
Open until filled

The Federal Public Defender for the Western District of Washington is seeking applicants for an entry level legal assistant position in a law office that specializes in criminal defense. Responsibilities include all aspects of document production and legal assistance. Office hours are 8 am to 4:30 pm, Monday through Friday, with flexibility required at times. This full-time permanent position is available immediately.

Requirements:

- Personable, professional, dependable
- Organized and accurate with strong English language skills, including excellent proof reading skills
- Highly computer literate; fluent in Word or WordPerfect (WP 12); able to do transcription (type 80 wpm); document preparation and organization
- Possesses initiative, flexibility, discretion, and independent judgment
- Able to work with clients; work flexible hours as needed
- Minimum 1 year of experience as a secretary, or completion of a college or technical school program of recognized standing
- Must possess a valid driver's license; be able to walk 3 to 4 blocks, and lift 20 #s
- Fingerprint check
- Spanish fluency is a plus

Salary \$33-\$40K, depending on experience. Benefits equal to government civil service.

The Federal Public Defender is an equal opportunity employer.

Please send a cover letter and resume to:

Thomas W. Hillier II
Federal Public Defender
1601 Fifth Avenue, Suite 700
Seattle, WA 98101

or e-mail as attachments in WordPerfect,
Word or PDF format to
personnel@wawfpd.org

No phone calls please.

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